



## HCA OPEN BOARD MEETING Minutes

The following summary highlights the Heritage Christian Academy Board of Directors Open Meeting:

- **Meeting Date/Time:** April 24 at 7:00pm
- **Location:** Heritage Christian Academy, Kalamazoo, Michigan
- **Meeting Goals** – Results
  - Align on Administrative Progress towards the HCA Vision
  - Build the HCA Community
- **Meeting Inputs** – Information/Research/Pre-work/Proposals
  - **Administrator's Report:** Jason Miner
  - **Education Policy Report:** Jason Miner
  - **Principal Report:** Melanie Simpson
  - **Parent-Partnership Committee Report:** Melanie Simpson
  - **Technology Report:** Brent Bishop
  - **Finance Report:** Liz Cary
  - **Marketing & Development Report:** Lynn Townsend
  - **Eagle Backer Report:** Kelli Luke
- **Meeting Agenda** – Meeting Activities/Flow
  - Opening Prayer
  - Call to Order
  - Approval of the Previous Month's Meeting Minutes
  - Highlights of Committee Reports – 20 minutes
  - HCA Celebrations & Public Comment – 5 minutes
  - Closing Prayer
  - Adjournment
- **Board Member Attendees**
  - Brent Bishop - Director
  - Liz Cary – Treasurer
  - Kelsey McLaughlin - Secretary
  - Collin Schuiteboer – Vice Chair
  - Lynn Townsend – Chair
  - Jason Miner – Chief Administrator
  - **Other Attendees: Melanie Simpson, Lee Belden, Karrie Hammond**
    - **via zoom** - Jenna Yetman, Jon and Kathy Hogoboom
- **Roles**
  - **Facilitator/Timekeeper:** Brent Bishop
  - **Scribe:** Kelsey McLaughlin, Secretary

**Opening Prayer:**

**Call to Order:** 1<sup>st</sup>- Collin Schuitaboer ; 2<sup>nd</sup> - Liz Cary

**Vote:** Ayes 5 , Nays 0

**Approval of Previous Month's Minutes:** Edit: Melanie Simpson was present  
Move to approve previous months minutes: 1st - Collin Schuitaboer, 2nd - Liz Cary  
Ayes - 5 Nays - 0

## **COMMITTEE REPORTS**

### **Administrator's Report (15 minutes): Jason Miner**

#### **\*\*Sign Contracts submitted\*\***

1. **2022-23 Theme:** Holy to the Lord. Exodus 28:36
  - a. Love must be sincere. Hate what is evil; cling to what is good. Rm 12:9
2. **Student Success (EiA, Learning Lab, newest class offerings, KRESA/KVCC partnership, Radiant partnership, etc.)**
  - a. Student Led Marketing team for greenhouse
    - i. Carter Barker, Josh Beck, and Carter Huizenga represented HCA for the first time in our school's history at WMU's "Bronco Pitch." They had to sell their idea using a three minute verbal business pitch. They won their semi-final round and were in the top five of the final round. Then they had to present their idea about the A+ Greenhouse to an auditorium full of people and judges from around the state.
  - b. NHS/NJHS Inductions April 20th
  - c. Thanks to the support of the Kalamazoo Community Foundation, as well as a challenge grant from the Monroe-Brown Foundation, The Kalamazoo County Excellence in Education Program has been recognizing graduating high school seniors and educators since 1986. Each May, the Excellence in Education program holds a reception to reward students for their academic achievements and provide them the opportunity to honor those educators who have contributed to their success.

This year, HCA's Maddy Kilian was chosen as one of the recipients for the Excellence in Education Scholarship Award. Maddie chose Miss Stephanie Jvert as her significant educator. Congratulations Maddie and Miss Jvert!
  - d. State History competition competitors: Andrew Deem, Aidan Ives, Asher Bokestein, Carter Schuiteboer, Elliana Fenstermaker, Ethan Davis, Ezekiel Fenstermaker, Gracie Burnam, Josh Beck, Lena Miner, Micah Menser, Molly Kramer, and Paige Pawell - went on to the state contest where Andy, Ethan and Molly are advancing to Nationals in Washington DC. Josh and Zeke are runners up/alternate for the nationals team.
3. **HCA Personnel (or Team)**
  - a. 3 applicants for Kindergarten
  - b. Shannon Burilson led a PD on Executive Function
4. **Policies/Procedures**
  - a. Senior Guide for parents almost complete

- i. Will become a document that is looked at every year starting freshman year.
- ii. This will help parents to see what is ahead

**5. Facilities/Grounds**

- a. Permit approval should be this week
  - i. Answered 3 questions from review committee
  - ii. Applying for final permit from SWMBA
- b. Contractors meeting
  - i. Concrete Mark Verhage
  - ii. Electrical Jake Kerwin
  - iii. Site Work Joel Schoonbeck
  - iv. Assembly Don Klooster
- c. Curriculum Writing
  - i. First quarter framed up for EiA in the greenhouse
- d. June build date is the goal
- e. Trying out 3 cameras for the grounds

**6. Strategic Plan (Enrollment, Re-accred., etc.)**

- a. Re-accreditation process is now called Inspire
- b. C-PBL training to continue June 12th-14th
- c. Continuing conversation on LLC for EiA/A+

**7. HCA Community (upcoming events, other)**

- a. 4.21.23 MS field trip to Chicago
- b. 4.22.23 Bunco/Bake Off Student Council event
- c. 4.29.23 Junior/Senior Banquet
- d. 5.4.23 National Day of Prayer - Student Worship team will be doing worship time and will also see the prayer tents set up with different focus's (missions, schools, etc.)

**8. Community at Large (connections with other schools, business leaders, etc.)**

- a. A+ Greenhouse sale efforts

**9. Celebrations (alumni successes, donors, volunteers, etc.)**

- a. Lifelong Legacy Brick

**Ed Policy Report (5 minutes): Jason Miner**

Ed Policy Meeting: 4.19.23

In attendance: Stacey Koning, Deb Strahan, Melanie Simpson, Jason Miner

**Goal of Committee:**

To develop, maintain, and review curriculum and programming that strives to meet and/or exceed ACSI standards, has rigor, and a solid biblical worldview.

This is achieved through:

**Educational Policies & Academic Excellence Committee**

1. Investigating and proposing academic and spiritual content of the school curricula.
2. At least two Faculty members shall serve on this committee as appointed by the Administrator.

**Responsibilities shall include:**

- a. Assist Administration in the selection of course of study and related media for each grade.
- b. Development and use of library, library books, and related facilities.
- c. Planning future academic program(s), expansion, and needs of the school.
- d. Recommendation of policies concerning professional development.
- e. Assist Board, Administration, and School Life Committee in the development of general discipline policies.
- f. Regularly review State requirements and educational landscape of surrounding schools.
- g. Subcommittees of the Educational Policy Committee shall be as follows:
  - Accreditation (Open Subcommittee)- This subcommittee shall be responsible to ensure school compliance in maintaining school accreditation membership(s).

*As stated in the HCA Board Bylaws.*

**Recap of 2021-22 Curriculum Review**

Last year ed policy reviewed Social Studies and Bible, gathered a report from the new curriculum in our Spanish program from BJU and gave recommendations for math to be updated on the secondary level for continuity in the program.

[Curriculum Review Schedule](#)

**Ed Policy will:**

**Evaluate 2022/23**

[Google Forms](#) to be distributed to teachers for curriculum review

1. ELA - **Jon Alderman**, Matthew Davidson
2. Music - Leslie Grubbs
3. Art - Eric Fenstermaker
4. Pre-kindergarten - **Tammy Simon**

**Development**

1. Secondary Math
  - a. Invite Mrs. Anderson March 15th

Last year we adopted Algebra I & II. Geometry is not a BJU but it seems like it spirals well. The quality of the books are really poor. The bindings are coming back. This is across the board. Can we

have them bound to a hard cover? This is a fault of the manufacturing. Could look at going digital, how about having a book sale and the students can sell the books at the end of the year. Students could choose book sale. Could we have stock they could buy from and they could choose to buy the books from and sell them back at the end of the year.

If I was going to update something it would be Chemistry. The BJU scope is o.k. but it is too broad and the sequence is not good, not awful but it is not something that Mrs. Anderson would choose.

Good resources, good biblical integration.

- **Action Points**

- 1st-3rd grade will switch to BJU for History/Social Studies next year - 1st and 2nd will get the student text but not the activity manual or tests (due to time restraints) and 3rd will use the student text, activity manual, and tests
- How are the BJU books holding up
  - Stacey Koning send survey to staff

#### **Education and policy Points to Explore:**

- Writing skills Building blocks MS/HS
  - Ms. Koning create rubric model for continuity between MS-HS
    - Orientation Week in breakout
- Literacy review - reach out to Shannon Burlison about her thoughts on combining Abeka and BJU for phonics in K-1st
- Accreditation Goals for Ed Policy
  - Curriculum Trak up and running
    - Monitoring
- Review the School Policy manual and make sure everything is in line
- **Mr. Fenstermaker**
  - **Still do art**
  - **Study hall monitor/Online course**
  - **Geography Wednesday's 9th grade World History**
- [Elementary subjects with publishers](#)
- **Schoolwide classroom management system**
- **Pk-2 literacy review**
  - **Melanie Simpson will set up meeting and report by February meeting**

#### **Principal's Report (5 minutes): Melanie Simpson**

- Elementary chapels this month, Melanie and Danece Adams along with the 1st grade and second grade chapels.
- We have had a great number of subs added to our list this year.

- IOWA testing replaced TerraNova this year. Completed by K-7th with results coming back in a few weeks.
- Steady stream of new families for next year
- Processing a lot of field trip requests for different grades.
- Speech Meet follow up: There was not a regional meet this year, so we will be having some of our top scorers present at our spring concert. 4-5 students

#### **PPC – Parent Partnership Committee: Melanie Simpson**

- Final staff appreciation for April and May spread over the week of May 8 (national teacher appreciation week)
- Event for students and their mom/mother figures to be announced soon

#### **Finance Report (5 minutes): Liz Cary**

End of school year is on track with the budget

#### **Marketing & Development Report (5 minutes): Lynn Townsend**

- Legacy Brick Fundraiser is underway and almost to half the goal already

#### **Technology Report (5 minutes): Brent Bishop**

### **Tech Committee Minutes Monday, April 17, 2023**

**Present Virtually: Tad Rogers, Sue Davidson and visitor John-Mark Grabow**

#### **Old Business**

- Switches have been purchased and have arrived. Sue will call TS to see if they could configure the switches some Friday afternoon after Tad could physically install the switches. Would like to do this before the end of the school year so that we could see if speakers & bells improve.
- Email regarding end of life for some Chromebook versions.
  - Tad came in and checked several Chromebooks and it appears this has affected all the Chromebooks purchased last year. There is no way to update these Chromebooks. End of life date is late April. But they should still work for some time after this since they are not prone to viruses. Will need to be sure the teacher's Chromebooks still continue to work.
- Discussed and will follow through on details purchasing a TV vs projector for Ms. Koning's room and a projector for the band room.

#### **New Business**

- Sue will check into Lanschool for Chromebooks and get a quote since their website doesn't have pricing listed. Lanschool is useful to observe and review student activity in real time on Chromebooks.

- We need to prioritize and start getting quotes for summer purchases.
- Tad brought up the point that we need to address plans for the Server or to remove the server.
  - Our server –named HCA Server 01 & 02 has Windows 2012. Microsoft will not be putting out security patches updates starting in October 2023.
  - We need to find out if it can be upgraded? Next version up is 2016 (2 more years before it would need to updated again) and we would need licenses.
  - **Or** we could eliminate server completely from our system. The server is not required for internet access. Meraki firewall can allow one to go to the internet.
  - The printer is different. Servers make printer assignments and makes user assignments simpler. Every PC computer can be set up to connect the printer with an IP address.
  - The teacher PC will act like a stand alone computer.
  - What else do we need the servers for? We need to discuss this fully before decisions are made.
  - Keri doors software are on the server and maybe it could be put on computer to manage it..

**Next Meeting:** Monday May 15, 5:30 pm

### **Eagle Backers Report (5 minutes): Kelli Luke**

## **Eagle Backers Meeting**

**April 10 , 2023**

Members in attendance - Phil Kilian, Amber Kilian, Todd Foster, Kristie Belden, Jodi Murphy, Kellie Luke, and Sue Miller. Mike McGeath, special advisor on the golf outing, was also present.

Amber called the meeting to order.

Phil opened with prayer.

Kellie gave the financial report. We have just under \$28,000. We are waiting on some M-term reimbursements for soccer and baseball.

We discussed equipment and uniforms needed for next year.

Mike - between 60-70 golfers. Need to hit it hard on sponsors. We have a few, but need more. Mike will send out another email blast for sponsors and golfers next week. Phil will send out an email and remind Eagle Backer members to follow up with their assigned sponsors from last year. He has the tumblers in and has a lead on a sponsor for the goodie bag. How many seniors would we like to volunteer at the golf outing? We need to provide donuts and coffee for the morning. We will provide lunch for the volunteers and keep them out of the golfer lunch count.

Senior night - ideas - May 4 for soccer senior night. May 5 for baseball senior night. We could also do the flood the field event on May 9. We will have banners made from the senior pictures.

Phil would like to recognize Darren Nicols on Flood the Field night for lining the soccer fields for maybe 30 years faithfully. We are thinking of an award and a gift from the Eagle Backers.

Next meeting will be April 24 at 6 p.m. Sue will ask Julie VandeGeissen to put our next meeting in the school calendar.

Todd Foster closed the meeting in prayer.

Respectfully Submitted,

Sue Miller, Secretary

## **HCA CELEBRATION & PUBLIC COMMENT**

- Lynn Townsend: thanks to all who completed the year end survey. Board will be reviewing these comments in a closed meeting.

**Closing Prayer: Collin Schuitaboer**

**Adjournment:** 1<sup>st</sup>- Collin Schuitaboer ; 2<sup>nd</sup> - Brent Bishop

**Vote:** Ayes 5 , Nays 0